



North Carolina Department of Health and Human Services Division of Aging and Adult Services

Michael F. Easley, Governor
Dempsey Benton, Secretary

Dennis W. Streets
Director

DAAS ADMINISTRATIVE LETTER NO. 07-15

To: County DSS Directors, County DSS Adult Services Supervisors, AAA Directors

Subject: Absentee Policy for State Adult Day Care Fund and the Home and Community Care Block Grant for Adult Day Services (Adult Day Care and Adult Day Health)

Date: October 26, 2007

Effective December 1, 2007, the absentee policy for State Adult Day Care Fund (SADCF) will be 10 consecutive scheduled days. After the 10th day, the funding will be discontinued until the client returns to the program. This is the same policy that has been in effect for the Home and Community Care Block Grant.

In the past, the policy for the State Adult Day Care Fund policy had specified that a client could be absent from the program for 5 consecutive scheduled days and then the case manager would be notified. After the 5 days, the case manager was then responsible for reassessing the client and determining whether to terminate the client from the program or the agency would pay a holding fee for the slot at the adult day service program until the client returned.

This policy change is in response to a recommendation that was made for more consistency between these two policies by Partners in Caregiving as part of the System for Sustainability Study that was conducted in FY 2004-2005.

If your county has a contract with an adult day services program that is based on the 5 day policy, this contract will need to be amended to reflect a new absentee policy of 10 consecutive scheduled days. The new policy does not eliminate the need for case management for clients funded by the State Adult Day Care Fund.

Please contact Glenda Artis regarding any questions concerning this information at (919) 733-0440 or at Glenda.Artis@ncmail.net.

Sincerely,

A handwritten signature in black ink that reads "Dennis W. Streets".

WS/ga

cc: Adult Day Care Coordinators
Adult Day Care Program Directors
Adult Program Representatives
Steve Freedman
Suzanne Merrill